

# Hernando County School Board Florida

FLSA: Exempt, Non-Union

## **BUYING-MANAGER OF PURCHASING**

### **Required Qualifications:**

- A.S./A.A. Degree with major studies in business, accounting or other related fields
- At least four (4) years of business experience directly related to purchasing and warehousing
- Considerable computer knowledge and proficiency involving operations and software (Microsoft, Excel, etc.)
- Working knowledge of purchasing related policies, procedures, materials management, Florida State Statutes and Department of Education Administrative Rules
- Working knowledge of purchasing source references and vendors for a wide variety of school related commodities and services as to their supply, cost and quality
- Working knowledge of storage and shipping requirements for a variety of materials, supplies and equipment
- Working knowledge of general purchasing related office procedures, practices and equipment
- Working knowledge of Red Book accounting procedures and expenditure accounts

### **Desired Qualifications:**

- Nationally recognized certification such as a Certified Professional Public Buyer (CPPB)
- Broad knowledge of TERMS Purchasing Software System
- Good organizational and computing skills
- Good interpersonal skills and the ability to maintain positive relationships and communicate effectively (both orally and written) with staff, district personnel and vendors

### **Performance Responsibilities:**

- Performs advanced, specialized duties involving purchasing activities necessary for the procurement of materials, supplies, equipment, services, and other accounting and inventory related responsibilities
- Working knowledge of administering state contract purchases, State Purchasing Agreements (SPA's), piggyback bid purchases
- Develop and write bid specifications for a wide variety of school related products and services and updates to bid specifications when needed
- Conduct bid openings, evaluations, tabulations, reviewing of bond compliance, compiling vendor submittals for board agendas for award
- Assists sites with purchasing vendor sources for equipment, textbooks, computer and furniture requests
- ~~Conduct bid openings, evaluations, tabulations, reviewing of bond compliance, compiling vendor submittals for board agendas for award~~ Support staff by providing technical guidance and direction with continuous training

- Assists in inventory related purchases, products and identifying stock
- Prepare life cycle analysis and value analysis on products prior to purchase
- Prepare administrative reports and maintain referral files and records necessary for effective performance and appropriate documentation
- Prepare quotations when necessary
- Assists in developing and monitoring purchasing budget
- Maintain a network of peer contacts through professional organizations
- Submit recommendations for new/revised policies and programs to the Director of Purchasing
- Responsibility for monitoring and processing online electronic purchase requisitions for correctness, allowable purchases, alternate vendor sources for cost savings and/or availability from a district bid or another governmental agency contract
- Serve as District VISA® Purchasing Card program administrator
- Confers with vendors and attends product demonstrations and meetings as required
- Assists in training of departmental staff on internal purchasing procedures, as well as district policy and procedures and state statutes
- Supervise assigned personnel
- Perform other duties as assigned by the Director of Purchasing and Warehousing and/or designee

**Physical Demands:**

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects

**Reports to:**

Reports directly to the Director of Purchasing and Warehousing and/or designee

**Evaluation:**

Annual evaluation done by the Director of Purchasing and Warehousing and/or designee

**Terms of Employment:**

12-month employment

**Salary:**

Salary based upon approved salary schedule - Professional/Technical/Supervisory Category E

**Job Code:**

77637

Board Approved:

Revised:

